

MAILMAN Script

1	<p>This video is intended for individuals who have the responsibility of managing a mail lists using Mailman. Your mailman account can be found at lists@csusb.edu. This video will provide topics that will assist with creating, updating, and maintaining a mail list.</p> <p>Mailman makes it possible for list administrators to effectively use the features of Mailman to become self-sufficient in maintaining your lists.</p>
2	<p>After logging into your Mailman account let's begin by creating a new mail list.</p> <p>As an owner of the list you will have the ability to add and remove members and non-members from a list.</p> <p>First as an owner we're going to add a member by selecting the membership management link then select a single or mass subscription.</p>
3	<p>Begin by setting the options. For instance, select "Yes" or "no" for the "send welcome messages to new suscribees". In this video the "no" will be selected, however as an owner if you decide to select "yes" this default welcome message will be sent.</p>
4	<p>Following the questions, in the text box below. To subscribe a user, type in the users email address into the text entry box.</p>
5	<p>Then select the submit your changes button.</p>
	<p>You have the option of uploading a txt file email address, simply by selecting the choose file button. Search for file and select open or select cancel if you want to cancel the process. This works for both mass subscription and mass removal.</p>
6	<p>Now in the case if a member wants or needs to be removed. Select the membership management mass removal.</p>
7	<p>To remove a member simply Type in the user's email address of the person(s) you want to remove.</p>
8	<p>Then select submit Your changes</p>
11	<p>Go ahead and select the membership list to see the members that are either added or no longer existing.</p>
12	<p>Now I'd like to cover a couple of the sections of the table displayed.</p> <p>Select the link "Click here to include the legend for this table"</p> <p>A list will display and to briefly cover a couple, Unsub- is used when unsubscribing the member from a list, Mod- Uses personal moderation, if this is set, postings from them will be moderated otherwise they will be approved, and lastly No mail – displays abbreviations that are given describing the reason for a disable mailing list. V- Disabled by user via personal options, A- Disabled by administrators, B- disabled due to excessive bouncing from a member's email address.</p> <p>You'll see the members that you have and you are able to select the options recently covered. As an</p>

	owner, I am going to select No mail for the user. Then select submit your changes.
13	Another piece of information I'd like to show you is Message moderation.
14	If "Mod" is checked for a user that user's posts will be moderated and the list owners and moderators will be notified to either approve or deny the request to post a message.
15	As a result of submitting your changes an email will be sent to you notifying you to visit the link to approve or deny a request.
16	An alternative to view pending request is selecting the "tend to pending moderator requests" link in the top right corner.
17	After being navigated to Held messages you'll have options to defer, accept, reject, or discard. Now you might ask what the difference between reject and discard is, so let me elaborate, reject will send a rejection message and discard will just delete it.
18	After viewing the options we can navigate back to Easupport administrative interface by selecting the link at the bottom of the page.
19	Under privacy options select sender filters
20	As an owner you are able to allow or deny mail from nonsubscribers or nonmembers and see messages being held from members and non-members. If you would like to add a user that is a non-member you can add them here simply by adding there email address into the box.
21	Lastly I'd like to cover some of the general options
22	To add an additional owner to the mail list with equal access as the original owner, you would add the individuals email address here. Then select submit your change.
23	To create a welcome message, type the welcome message content into the 'List-specific text prepended to new-subscriber welcome message" box. You may edit as needed. A welcome message example is displayed.
24	Another possible option is setting the message size.
25	Also for a description for a list, you are able to type a phrase that is a shortened version of the description.
26	After any alterations please make sure to select submit your changes.
27	This presentation has ended. If you need additional support please contact CSUSB Technical Support Center at (909) 537-7677 or email at support@csusb.edu.